

Minutes  
Warm Springs Public Service District  
September 17, 2014

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held at 10:00 a.m. on September 17, 2014. The meeting was held in the Morgan County Commission meeting room, at the Morgan County Courthouse, Berkeley Springs, West Virginia. The meeting agenda was posted on September 11, 2014, and a copy was delivered to *The Morgan Messenger*.

Members present were Paul Zorich, Joyce Altomare, and Mike Jenkins. Also present were Michael Crunkleton, General Manager of the WSPSD; Monty Kerns, WSPSD Operator; and Ron Martin, GC system customer. Also in attendance were Mr. David Decker and Mr. Jim Jessee from the accounting firm of Decker and Company PLLC.

The first order of business was the approval of the agenda. Upon a motion by Mrs. Altomare, the agenda was unanimously approved as posted.

The next order of business was the approval of the minutes from the August 13, 2014 meeting. Upon a motion by Mrs. Altomare, the minutes from the August 13, 2014 meeting were approved as presented by a vote of 2 for, 0 against, with one member, Mr. Jenkins abstaining. Note: Following the August 13, 2014 meeting, Chairman Paul Zorich moved the Sept. 2014 meeting from the regularly scheduled date of Sept. 10, 2014 to Sept. 17, 2014.

Mr. David Decker of Decker & Company PLLC, reviewed in detail with the members, the results of the 2014 annual audit of the Warm Springs Public Service District.

The next order of business was the approval for payment of the following thirty-seven operational invoices received. Upon a motion by Mr. Jenkins, the following thirty-seven invoices, totaling \$36,650.92, were unanimously approved for payment.

1	Advance Auto Parts (Aug/Sept; supplies;snowplow rep-BS)	\$47.53
2	Apple Valley Waste(July/Aug; dumpster rental)	\$263.66
3	BRIM (Liab/Prop Ins 2nd qtr prem 12/31/14)	\$2,410.00
4	BSWW (Aug; fire hydrant & water@WWTP;Sept; meterbooks)	\$202.28
5	Capital One Bk(July;clock pump;surgprot;blc;copy paper -BS,Office,Ind Pk)	\$974.82
6	Cash (July-Sept;reimb petty cash-postage;file lien & easements)	\$25.72
7	Scott Crunkleton(Aug/Sept; cell phone allowance&mileage reimbursement)	\$65.92
8	Decker & Co (Aug/Sept;FY614 Audit Progress&PSC Annual Report)	\$10,000.00
9	EFTPS (Aug; SS & Medicare Contribution)	\$1,048.27
10	Fairway Laboratories (July/Aug; wastewater analyses BS; GC; & IP)	\$660.00

11	Fire X Sales & Ser (Aug; service extinguishers;rep parts;etc)	\$53.85
12	GHS (Aug; hauling sludge)	\$630.00
13	Guardian-Bethlehem (Aug; disability)	\$13.30
14	Harmison & Assoc (Aug;research;consult; doc prep 3 easements Omps project)	\$1,850.00
15	John Hobday (July;cable line Washngtn St Harmison Office)	\$115.00
	Hunters Hardware (July/Aug; padlock;drop cord;hose;supplies- BC;GC)	\$248.32
16	Kauffelt & Kauffelt (July; telephone conf; letter surcharge & leachate)	\$187.00
17	Lumos Networks (Aug; phone billing, GC, BS, office)	\$252.66
18	Miss Utility (July; notifications fee)	\$14.30
19	Morgan County Clerk (Aug;record leins & easements)	\$198.00
20	Power Beck & Matzureff (Aug;review correspondence 2014 audit)	\$87.50
21	Postmaster (Aug & Sept; billing postage & stamps)	\$578.83
22	Potomac Edison(July & Aug; BS(\$3718.08) & GC (\$488.72)	
23	WWTP's&PS's)	\$4,206.80
24	REIC Lab (Aug; wastewater analyses-BS;GC;IP;Lab)	\$458.14
25	Reliance Lab (Aug; water analyses - IP)	\$15.00
26	Roy's (8/4, 8, 19, & 29 gasoline GMC)	\$358.25
27	Shives Electric (July; labor surge suppressors;generator-BS)	\$470.00
28	Town of Bath (Sept; office rent)	\$750.00
29	UPS (Aug/Sept; water sampling shipping BS,GC,IP)	\$198.01
30	USA BlueBook (Aug;supplies-Lab;sampling;maint;diffuser-BS;GC;IP)	\$1,000.32
31	Univar USA (Aug; alum sulfate)	\$1,461.50
32	WV DEP (Sept; Annual permit groundwtr prot;sludge fee 2014/2015)	\$807.55
33	WV PERS (Aug; Retirement Contribution)	\$1,839.97
34	WV PEIA (Aug; Health Insurance)	\$637.16
35	WV PEIA (Aug; Retiree Trust Fund)	\$164.00
36	WV Public Ser Comm (Intrastate Revenue Assess FY 6/14)	\$3,997.76
37	WV Rural Water (2014 renewal voting membership dues)	\$359.50
		\$36,650.92

The Board conducted the monthly review of the financial statements which include; the Monthly Budget Comparison Report, the Aged Trial Balance Report, the Cash Account Balance and Accounts Payable, and the Municipal Bond Commission Status of Accounts statement.

Mr. Crunkleton reviewed the Monthly Operational Report with the Board members. Mr. Crunkleton informed the board members that all necessary fees have been received and all right of ways have been secured for work to begin on the line extension for Mr. Wayne Omps. Work should begin on or about October 1, 2014.

Mr. Jenkins moved to increase board member compensation for meetings, to \$125 for regular meetings and \$100 for special meetings beginning with the September 17, 2014 meeting. Compensation will be paid to board members on a monthly basis for those who choose to receive it, beginning with the July, 2014 meeting. The motion received a second from Mr. Zorich and passed by a vote of 2 for, 0 against, and Mrs. Altomare abstaining.

Mr. Jenkins moved to pay board member compensation for the July, 2014 and August, 2014 meetings at the previously approved rate of \$100 per meeting. Compensation for these meetings along with compensation for the September 17, 2014 meeting would be paid at October, 2014 meeting for those choose to receive compensation. The motion received a second from Mr. Zorich and passed by a vote of 2 for, 0 against, and Mrs. Altomare abstaining.

Mrs. Altomare moved to eliminate the employee bonus for un-used sick leave which is currently available annually for those employees who use 4 or less days of sick leave in a calendar year. The motion received a second from Mr. Zorich. After further discussion, the motion passed by a vote of 2 for, and 1 against, with Mr. Jenkins voting in opposition.

Mrs. Altomare moved to allocate 3 personal days to each WSPSD employee annually, to be used at the employee's discretion. The motion received a 2<sup>nd</sup> by Mr. Jenkins. Following a lengthy discussion a vote was taken and the motion failed, with Mrs. Altomare voting in favor and Mr. Zorich and Mr. Jenkins voting against.

Board members discussed meeting dates for the remainder of this year. The members decided to take no action at this time, and revisit this at the October meeting.

The Board members and Mr. Crunkleton engaged in discussion on WSPSD rates for leachate and septic sludge.

Under future business; the Board will revisit the subject of employee benefits before the end of this calendar year.

From the public: Mr. Ron Martin commented on the annual audit and the subject of Board member compensation.

The next Board meeting will be held on October 8, 2014, at 10 AM in the Morgan County Commission meeting room, at the Morgan County Courthouse.

Mr. Zorich adjourned the meeting at 11:58 AM.

Paul S. Zorich

Paul S. Zorich, Chairman

Attest: Michael Jenkins

Mike Jenkins, Secretary